

## CTE Technical Incentive Grant (TIG) Application Process

### Acronyms

|   |                                    |
|---|------------------------------------|
| ASM: Application Security Manager           | ETD: Embedded technical diploma    |
| CTE: Career and Technical Education         | TIG: Technical Incentive Grant     |
| DPI: Department of Public Instruction       | WAMS: Web Access Management System |
| DSA: District (Data) Security Administrator |                                    |

### Getting Started

- 1- View the webinar at <https://dwd.wisconsin.gov/det/cteincentive/> prior to completing the application.
- 2- Obtain a WAMS ID to get access to the application.
  - a. Find instructions to create a WAMS ID at: <https://dpi.wi.gov/cst/data-security/wams/create-account>. Your WAMS ID should be tied to your school's email.
  - b. Ask your District Security Administrator (DSA) to assign you an Application user role for "CTE TIG" under the ASM Access Portal (see sidebar below).

#### How Can I Get Assigned an Application User Role?

The short answer to this question is that the District Security Administrator (DSA) is responsible for assigning someone to the Application Administrator role who, in turn, is responsible for assigning people to the Application User roles. Here is the process for role assignment.

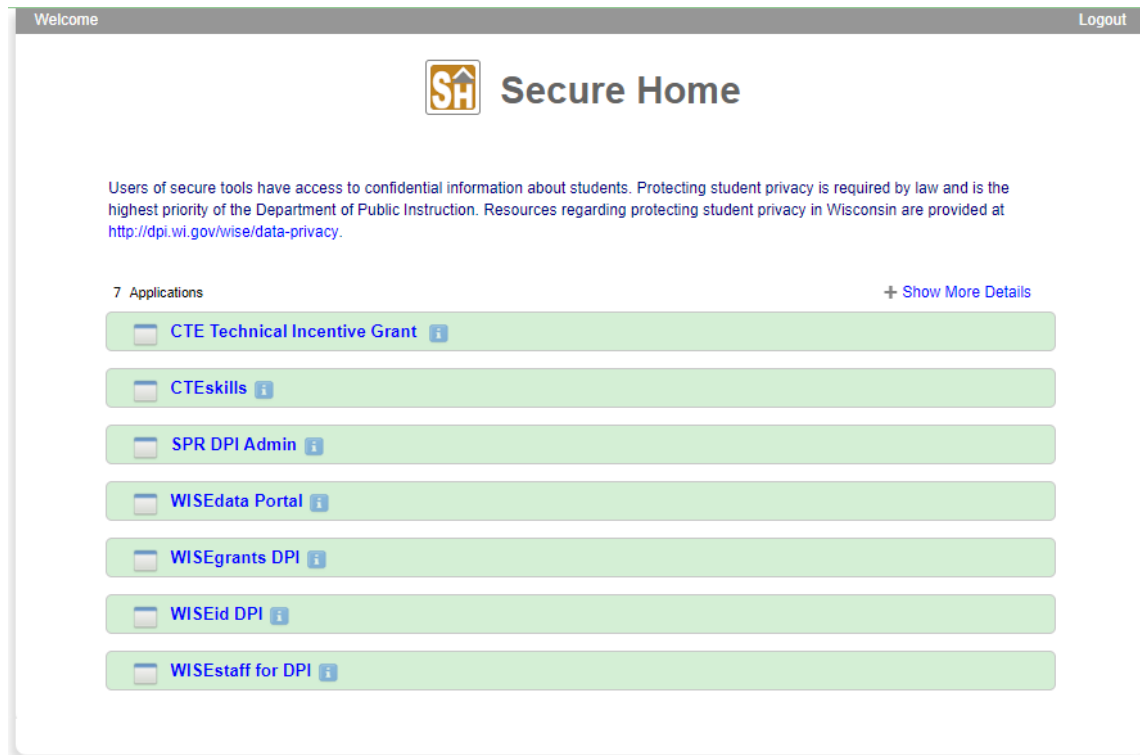
**Step 1** – The DSA assigns someone the Application Administrator role for the CTE Technical Incentive Grant application.

- a. DSA logs in to Secure Home: <https://apps2.dpi.wi.gov/secure/>.
- b. DSA clicks on Application Security Manager (ASM).
- c. Under Manage Security, DSA clicks Assign a New Application Administrator and selects CTE Technical Incentive Grants. (DSA may assign self or someone else as the Application Administrator.)

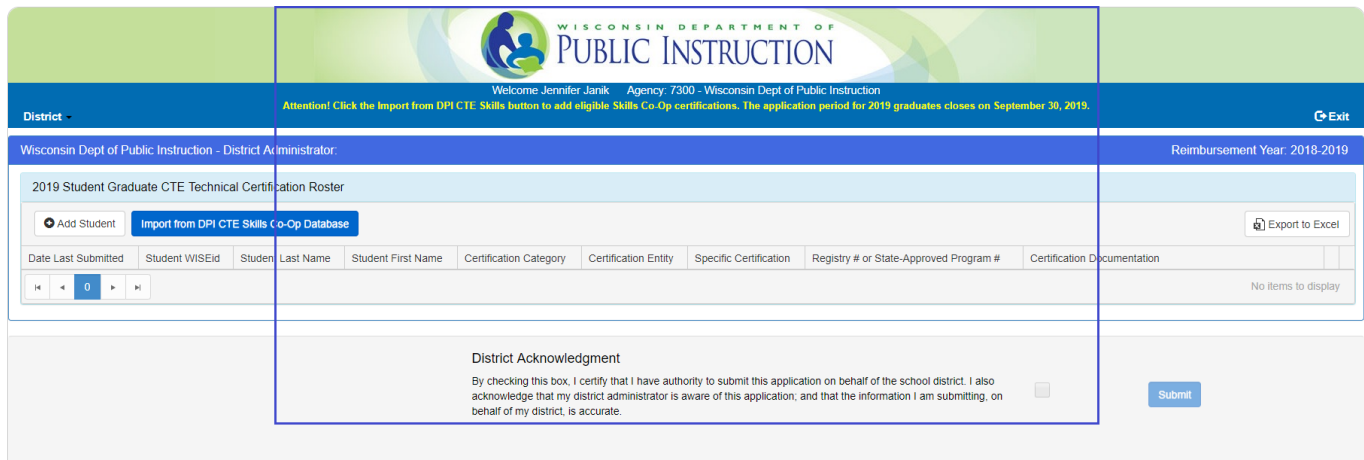
**Step 2** – Application Administrator (App Admin) assigns one or more Administrative User roles for the CTE Technical Incentive Grant application.

- d. If DSA is assigned as App Admin, they must log out of Secure Home and other DPI-secure applications and close the browser. Then, the App Admin must log back in to Secure Home, using the link above.
- e. The App Admin clicks on Application Security Manager (ASM).
- f. Under Manage Security, the App Admin selects Assign an Application User to an application role (found under Assign an Application Administrator).
- g. The App Admin elects CTE Technical Incentive Grants application.
- h. The App Admin searches for the user and assigns that user name to an Application User role: Admin user, Support user, or View Only user.
  - i. The App Admin role is allowed to add, update, and delete student records and to run reports.
  - ii. The View Only user is able to view student records but not add, update, or delete.

- 3- Login into WAMS at <https://apps4.dpi.wi.gov/ctetig>. NOTE: *Your WAMS login is managed outside of DPI. If you have problems logging in, you will need to use the assistance links on the login page.*
- 4- Your screen should resemble the image below. Click CTE Technical Incentive Grant (TIG) to open the application. NOTE: *Do NOT click on the DPI WISEgrants link. The CTE TIG has its own link.*
  - a. If CTE Technical Incentive Grant is not listed, it indicates that you have not been assigned a user role. Refer to the sidebar on previous page, “How Can I Get Assigned an Application User Role?”



## Welcome to the Application Page!



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Welcome Jennifer Janik Agency: 7300 - Wisconsin Dept of Public Instruction

Attention! Click the Import from DPI CTE Skills button to add eligible Skills Co-Op certifications. The application period for 2019 graduates closes on September 30, 2019.

District -

Exit

Wisconsin Dept of Public Instruction - District Administrator

Reimbursement Year: 2018-2019

2019 Student Graduate CTE Technical Certification Roster

Add Student Import from DPI CTE Skills Co-Op Database

Export to Excel

| Date Last Submitted | Student WISEid | Student Last Name | Student First Name | Certification Category | Certification Entity | Specific Certification | Registry # or State-Approved Program # | Certification Documentation |
|---------------------|----------------|-------------------|--------------------|------------------------|----------------------|------------------------|--|-----------------------------|
| No items to display |                |                   |                    |                        |                      |                        |  |                             |

0

District Acknowledgment

By checking this box, I certify that I have authority to submit this application on behalf of the school district. I also acknowledge that my district administrator is aware of this application, and that the information I am submitting, on behalf of my district, is accurate.

Submit



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Welcome Jennifer Janik Agency: 7300 - Wisconsin Dept of Public Instruction

Attention! Click the Import from DPI CTE Skills button to add eligible Skills Co-Op certifications. The application period for 2019 graduates closes on September 30, 2019.

After logging in to the application, review the following before adding your student records:

- Verify your user name, district name, and district administrator name at the top center of the page.
- Check the Attention! message located below your user name.
- Choose a method for adding student records based on the type of certifications earned:
  - **Option 1 – WI Skills Co-Op students:** Click the blue 'Import from DPI CTE Skills Co-Op dsatabase' button to import all eligible students registered in the CTE Skills application.
  - **Option 2 – All other students:** Click the 'Add Student' button to add a new student record for all other certification types (Business & Industry, Pre-Apprenticeship, Tech College, and Youth Apprenticeship).

## Import Student Information for WI Skills Co-Op Certifications

When you click the 'Import from DPI CTE Skills Co-Op Database' button, you will see the image labeled Image 1 below. In this section, you'll learn how to add student records using the import process.

Image 1

Import CTE Skills Students For: Grafton School District

**Importing DPI Certifications:** All CTE Skill Standards Co-Op program students for the current and previous three years, who are registered to one or more portfolios in the CTE Skills Database, are listed below. Only students who are registered for eligible portfolios, have completed their portfolios, and have a Grade 12 enrollment for the applicable school year in WISEdata, will be eligible for import.

| WISEid     | Student Name             | Portfolio Name                       | Eligible for Import              |
|------------|--------------------------|--------------------------------------|----------------------------------|
| 1111111111 | Monica Cartwright        | Employability Skills                 | No-Portfolio not eligible        |
| 2222222222 | Marcus Woods             | Retail Management                    | No-Grade 12 enrollment not found |
| 3333333333 | Porforio Vargas-Melendez | Finance                              | Yes                              |
| 4444444444 | Destinee Norton          | Health Science                       | Yes                              |
| 5555555555 | Koreem Olle              | Food Service                         | No-Portfolio not completed       |
| 6666666666 | William Moss             | Business Management & Administration | Yes                              |
| 7777777777 | Rasheed Patel            | Marketing                            | Yes                              |

4 student records will be imported

1. Review the information at the top of the pop-up: you will see all students registered in the CTE Skills application from the current and three previous years. This allows for students who earned a certification prior to their senior year to be imported.
2. Review the list of students displayed and observe the 'Eligible for Import' message for each record.
  - a. Yes = Student is registered in CTE Skills for an approved certification portfolio, the portfolio has been marked as completed, and the student is enrolled in Grade 12 for the current reimbursement year.
  - b. No-Portfolio not eligible = Student is registered in CTE Skills for a certification portfolio that is not eligible for Technical Incentive Grant funding: Employability Skills or Youth Leadership.
  - c. No-Portfolio not completed = Student is registered in CTE Skills for an approved certification portfolio but has not been marked as completed. Either the completed status is no or blank.
  - d. No-Grade 12 enrollment not found = Student does not have a Grade 12 enrollment in WISEdata for the current reimbursement year. These students have already graduated in a previous year, or have not yet reached grade 12.
3. Check the number of student records to be imported (which will equal the number of records marked 'Yes') and verify that it matches your records.
4. Click the 'Import' button to add all 'Yes' records to the Technical Incentive Grant application.

## Enter Student Information for non-WI Skills Co-Op Certifications

When you click on Add Student, you will see the image labeled Image 2 below. In this section, you'll learn how to enter a student and the information needed for the entry.

1. Enter student's WISEid (see below, Image 2). Click Search button.
2. Verify the student's name and birth date (see below, Image 3).

Image 2

Search

Search By WISEid:

Image 3

Search

Search By WISEid:

Are you looking for: **Madeline Schwertel** (Birthdate: 9/18/2000)?

- If correct, click Yes to add student.
- If incorrect, click No to clear the WISEid and try again.
- Warnings or error messages will display above the Cancel button. These include:
  - **No Grade 12 enrollment found** – Verify that the student you have entered is graduating in the active collection year. NOTE: *Only graduating seniors are eligible for the funding. You must resubmit other students in the year that they graduate.*
  - **No Local Person ID found** – The student does not have an enrollment in your district. NOTE: *For this funding, you may claim only students registered at public schools in YOUR district. If the student is registered in one district but takes the certification class in another district, then transfers of funding will need to be arranged between districts.*

### 3. Select Certification Category, Entity, and Specific Certification

Search

Search By WISEid:

Are you looking for: **Susan Bishop** (Birthdate: 6/25/2001)?

**Certification Category**  
Select Certification Category...

**Certification Entity**  
Select Certification Entity...

**Specific Certification**  
Select Specific Certification...

Choose File(s) to Upload Documentation: **REQUIRED - None**

No file chosen



Based on certification selected, additional fields may display below the Certification field providing important reminders or requesting more information.

**Reminder:** Technical College course number and/or class does not count in this category. Student MUST pass the licensure test and have a registry number.

**Registry #**

**State-Approved Program #**

Program # must start with 10-, 30-, 31-, or 61-

- Note: The WI Skills Co-Op certifications cannot be entered manually; you must use the Import button on the main page to import all eligible students from the Skills Co-Op Database.

- If you are not sure whether a certificate that your student earned is eligible for grant funding, refer to the Approved Certification List on <https://dpi.wi.gov/cte/technical-incentive>, which lists the certificates eligible for grant funding in a given year.
    - The funding application year is the school year in which the student has graduated and is eligible for grant funding. For example, the 2018-19 funding application year (referred to as 2019) covers students graduating in 2019.
    - Review Common Mistakes in the webinar slides at <https://dpi.wi.gov/cte/technical-incentive> to avoid delays due to incorrect categorization.
  - Enter additional information, if required for selected certification.
  - Take note of any **Reminder** messaging that may display based on the certification type selected. These are important notes to help ensure you are selecting the correct certification and providing the required documentation.
  - Documentation requirements, if any, will display **(in red)** based on selected certification. See Approved Certification List (above link) for funding year requirements, if needed.
4. Click the Choose File button to upload the required documentation (copy of certificate, diploma, etc.). Acceptable formats include .png, .jpeg, .bmp, .doc, .xls, .csv, .html, .txt, etc.
    - Note: *Create a separate file for each student's certification documentation within your file storage system. Each student whose certification requires documentation must have an uploaded file to be able to submit your list.*
  5. Click the Add button to add this student record to your district's certification list.
  6. Repeat the steps above for each additional student

## Verify Your Certification List Is Complete



WISCONSIN DEPARTMENT OF  
**PUBLIC INSTRUCTION**

Welcome Jennifer Janik Agency: 2793 - Kenosha School District  
*Attention! Applications for 2018 graduates funding are DUE September 30, 2018*

District ▾ Reports
Change Agency Exit

Kenosha School District - District Administrator: Sue Savaglio-Jarvis Reimbursement Year: 2017 - 2018

2018 Student Graduate CTE Technical Certification Roster

Add Student
Export to Excel



| Date Last Submitted | Student WISEid | Student Last Name | Student First Name | Certification Category | Certification Entity                                   | Specific Certification                            | DHS Registry # or State-Approved Program # | Certification Documentation  |  |  |
|---------------------|----------------|-------------------|--------------------|------------------------|--|---|--|------------------------------|--|--|
|                     | 111111111      | BISHOP            | SUSAN              | Business & Industry    | American Hotel & Lodging Educational Institute (AHLEI) | Hospitality and Tourism Management Program (HTMP) |  | <a href="#">sbishop.pdf</a>  |  |  |
|                     | 222222222      | EDWARDS           | MARCUS             | WI Technical College   | WI Technical College System                            | Gateway   | 30-543-1                                   | <a href="#">medwards.pdf</a> |  |  |

1 - 2 of 2 items

**District Acknowledgment**

By checking this acknowledgment box, I certify that the student certification information I am submitting, on behalf of my district, is accurate to the best of my knowledge.

☒
**Submit**

7. Review all student records for accuracy.
  - Verify that **ONLY** eligible certifications are entered. Click the Update button () near the end of a student row to make changes to the certification information or to upload a document (above). Click the Delete button () at the end on a student row to delete an ineligible student from your district's certification list.
  - Verify that any duplicates entered are for different eligible certificates, not a student and certification entered twice.
  - Verify that registry or program numbers are included, if required
    - NOTE: *Program Numbers are required for any Wisconsin Technical College embedded technical diplomas (ETDs) or series of dual credit classes that result in an ETD.*

- Verify that certification documentation is uploaded, if required.
8. When all records have been verified and your district's certification list is complete, check the District Acknowledgment box and click the Submit button to send your completed list to DPI. Once submitted, a notation will display below the Submit button indicating the name of the user who submitted the certification list and the date and time on which it was submitted.
- *NOTE: If changes are needed to student information after a list has been submitted, you may use the Update or Delete buttons to adjust your list as needed. Then check the District Acknowledgment box and click Submit to resubmit your district's certification list.*

2018 Student Graduate CTE Technical Certification Roster

| Date Last Submitted | Student WISEd | Student Last Name | Student First Name | Certification Category | Certification Entity                                  | Specific Certification                            | DHS Registry # or State-Approved Program # | Certification Documentation |
|---------------------|---------------|-------------------|--------------------|------------------------|---|---|--|-----------------------------|
| 07/11/2018          | 1111111111    | BISHOP            | SUSAN              | Business & Industry    | American Hotel & Lodging Educational Institute (AHEI) | Hospitality and Tourism Management Program (HTMP) |  | sbishop.pdf                 |
| 07/31/2018          | 2222222222    | EDWARDS           | MARCUS             | WI Technical College   | WI Technical College System                           | Gateway   | 30-543-1                                   | medwards.pdf                |

**District Acknowledgment**

By checking this acknowledgment box, I certify that the student certification information I am submitting, on behalf of my district, is accurate to the best of my knowledge.

☒ **Submit**

Last submitted by Jennifer Janik on 7/31/2018 11:38:54 AM

**ALL application claims MUST be finalized by September 30 of each calendar year for graduate claims from that year.**